

## PLANNING/CONSERVATION/INSPECTIONS SUMMARY

		FY 04 Actual	FY 05 Budget	FY 05 Actual	FY 06 Projected	FY 07 Recommended	Change FY 06 - 07	Percent Change
Conservation	\$	190,958	178,433	191,149	200,133	213,897	13,764	6.9%
Planning	\$	294,151	298,613	248,612	263,205	298,988	35,783	13.6%
Inspection Services	\$	268,504	332,336	298,715	345,799	385,163	39,364	11.4%
<b>TOTAL APPROPRIATION</b>	<b>\$</b>	<b>753,612</b>	<b>809,382</b>	<b>738,476</b>	<b>809,137</b>	<b>898,047</b>	<b>88,911</b>	<b>11.0%</b>

This functional area provides funds to plan and manage conservation programs that protect the environment and natural resources for current and future generations of Amherst residents, to create and implement appropriate planning initiatives and regulatory mechanisms for the preservation and responsible development of the Town, and to ensure the public health, safety, and welfare of citizens by administering the General Laws and Regulations of the Commonwealth of Massachusetts and Town of Amherst Bylaws as they relate to land use and to the construction and occupancy of building and structures.

The Conservation budget increases due to steps and COLAs. The hours of the part time Land Management Assistant position increase from 20 to 30, funded by the Water Fund on a trial basis. Responsibilities include equipment maintenance, invasive species control, and watershed management.

The Planning budget increases reflect COLAs, steps, and increases to longevity pay.

Inspection Services budget increases due to the part-time electrical inspector position increasing from 15 to 24 hours/week (total \$25,599) funded via electrical permit fee increases implemented October 1, 2005. Steps and costs of living increases makes up the remaining increase in this budget.

There are 15.36 FTE employees providing services in this functional area, an increase of 0.64 from FY 06.

## PLANNING/CONSERVATION/ INSPECTIONS

## 5171: CONSERVATION

**MISSION STATEMENT:** To plan and manage programs and initiatives that protect the environment and natural resources of Amherst for current and future generations.

### CONTINUING OBJECTIVES:

- To evaluate and improve the Town's open space acquisition program.
- To work in conjunction with other Town departments on approaches to conservation that may include multiple land uses.
- To implement strategies for protecting the remaining priority blocks of farmland.
- To manage Town conservation land and watershed forest land for wildlife, outdoor recreation, and related uses.
- To develop partnerships with the colleges, state and federal agencies and land trusts to protect, manage and improve conservation and adjacent lands.
- To enforce Town and State wetland laws and regulations.
- To assist landowners and developers in complying with wetland regulations.
- To develop volunteer programs to assist with program implementation.
- To develop and encourage environmental education programs for the Town.
- To manage Town owned land in a way that prioritizes natural resources first and other uses only after careful consideration and evaluation.
- To manage the resources in/around Puffer's Pond for the enjoyment of the residents of Amherst.
- To develop supplementary non-tax funding for land acquisition and conservation programs.
- To work with the Massachusetts Department of Conservation and Recreation to manage and improve the Norwottuck Rail Trail and associated trails.
- To maintain and enhance relationships with local, state, and regional land protection organizations.
- To continue to work actively with Amherst College, Hampshire College, and the University of Massachusetts on energy conservation plans outlined in the **Climate Action Plan** completed in 2005.
- To provide continuing staff support to the following committees:
  - Primary Support - 1) Conservation Commission; 2) Farm Committee; 3) Public Shade Tree Committee; 3) Amherst Energy Task Force
  - Ongoing Support- 1) Public Transportation Committee/Bicycling Committee; 2) Planning Board; 3) Zoning Board of Appeals; 4) Norwottuck Rail Trail Advisory Committee; 5) Board of Health; 6) Leisure Services & Supplemental Education Committee

### LONG RANGE OBJECTIVES:

- To provide support for the Town-wide master planning process.
- To complete the purchase of Agricultural Preservation Restrictions over remaining unprotected farms.
- To improve the mapping and inventorying of Town conservation and environmental land and resources for public distribution and for planning purposes.
- To integrate conservation data into the Geographic Information System.
- To collect and compile historical information on Town farms and natural resources.
- To complete the purchase or other protection of blocks of open space for conservation purposes.
- To maximize non-tax funding sources to assist with future land acquisition and land management.
- To work collaboratively with LSSE and other Town departments to implement the new Open Space and Recreation Plan.
- To support efforts to plan for an integrated system of walking and riding trails throughout the Town.
- To work creatively to link Amherst trails with those in neighboring towns.

### FY 07 OBJECTIVES:

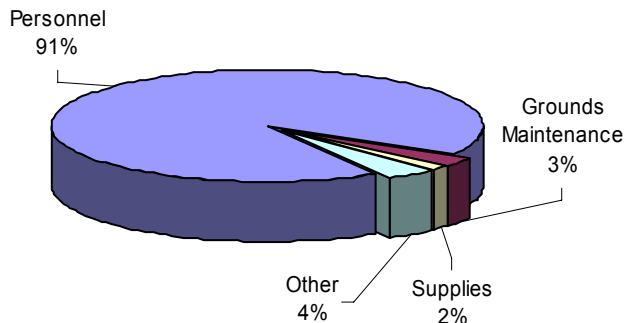
- To implement the **Open Space and Recreation Plan** and to work with the Conservation Commission to fund the initiatives outlined in the document.
- To improve volunteer support for trail improvement and land management.
- To develop and implement a new web-based trail evaluation and land management system.
- To successfully complete all requirements of \$30,000 MA Department of Conservation and Recreation grant awarded to the Town for improved trails at Larch Hill Conservation.
- To enhance the conservation presence on the Town web site.
- To improve the quality and extent of trail maintenance.
- To support efforts by Town departments, committees and citizens to implement the Climate Action Plan.
- To assess the condition of all bridges on Town conservation land and repair or replace those in need of maintenance.

## PLANNING/CONSERVATION/ INSPECTIONS

## 5171: CONSERVATION

	FY 04 Actual	FY 05 Budget	FY 05 Actual	FY 06 Budget	FY 07 Recommended	Change FY 06 - 07	Percent Change
Personnel Services	\$ 171,267	164,903	167,852	178,733	196,347	17,614	9.9%
Operating Expenses	\$ 19,691	13,530	23,297	16,400	17,550	1,150	7.0%
Capital Outlay	\$ 0	0	0	5,000	0	(5,000)	-100.0%
<b>TOTAL APPROPRIATION</b>	<b>\$ 190,958</b>	<b>178,433</b>	<b>191,149</b>	<b>200,133</b>	<b>213,897</b>	<b>13,764</b>	<b>6.9%</b>
<b>SUPPLEMENTAL INFORMATION</b>							
Employee Benefits	\$ 46,078	45,329	45,329	51,336	64,400	13,064	25.4%
Capital Appropriations	\$ 164,000	95,000	95,000	100,800	180,000	79,200	78.6%
<b>TOTAL DEPARTMENT COST</b>	<b>\$ 401,036</b>	<b>318,762</b>	<b>331,478</b>	<b>352,269</b>	<b>458,297</b>	<b>106,028</b>	<b>30.1%</b>
<b>SOURCES OF FUNDS</b>							
Wetland Filing Fee	\$ 5,620	4,000	4,356	4,000	4,000	0	0.0%
Rental of Land	\$ 305	0	414	0	0	0	0.0%
Sale of Booklets/Maps/Wood	\$ 471	0	332	0	0	0	0.0%
Golf Course Fund	\$ 2,469	2,311	2,311	2,232	0	(2,232)	-100.0%
Water Fund	\$ 12,347	11,555	11,555	11,159	13,911	2,752	24.7%
Grants	\$ 7,500	8,000	9,000	8,000	8,000	0	0.0%
Taxation	\$ 162,246	152,567	163,181	174,742	187,986	13,244	7.6%
<b>POSITIONS</b>							
Full Time	2.75	2.75	2.75	1.75	1.75	0.00	
Part Time With Benefits	2.00	2.00	2.00	3.00	3.00	0.00	
Full Time Equivalents	4.02	4.02	4.02	3.72	3.72	0.00	

### MAJOR COMPONENTS:



Personnel Services include salaries for the Conservation Director, a land management program assistant shared with the Water Fund, a part time secretary, a part time wetlands specialist, 8 hours of energy conservation coordination, a part time maintenance assistant shared with the Water Fund and hourly compensation for trail crew and seasonal caretakers at Puffer's Pond.

Grounds Maintenance provides funds for materials and supplies such as lumber, gravel and mulch for Puffer's Pond and approximately 80 miles of conservation trails.

Supplies include tools and small equipment, gasoline, office and vehicle supplies.

### SIGNIFICANT BUDGET CHANGES AND UNFUNDED RECOMMENDATIONS:

The increase in Personnel is due to steps and COLAs. The hours of the part-time Land Management Assistant position increase from 20 to 30, funded by the Water Fund on a trial basis. Responsibilities include equipment maintenance, invasive species control, and watershed management.

**Unfunded Recommendations:** The Wetlands Administrator position would increase to full time (37.5 hours) from part time (25 hours) at a cost of \$17,349. The complexity of the cases is increasing as well as the number of wetlands cases. The part time Land Management Assistant position adds 20 hours instead of the proposed 10 hours to become full time (50% General Fund / 50% Water Fund). Maintenance would be increased by \$4,450 to address a long list of deferred maintenance and \$3,350 is added for tools and small equipment, diesel fuel, and travel expenses.

# **PLANNING/CONSERVATION/ INSPECTIONS**

## **5171: CONSERVATION**

<b>SERVICE LEVELS:</b>	<b>FY 01</b>	<b>FY 02</b>	<b>FY 03</b>	<b>FY 04</b>	<b>FY 05</b>
	<u><b>Actual</b></u>	<u><b>Actual</b></u>	<u><b>Actual</b></u>	<u><b>Actual</b></u>	<u><b>Actual</b></u>
Conservation land acreage maintained	1,965	1,965	1,967	1,967	1,994
Watershed forest acreage	2,467	2,502	2,502	3,354	3,354
Trail miles maintained	73	74	76	80	80
Acres under Agric Pres Restrictions	1,841	1,841	1,841	2,000	2,042
Acres under Conservation Restrictions	164	164	174	174	174
Acres of farmland rented out	200	200	200	200	200
Wetlands Act Notice of Intent and Determinations	43	46	47	56	65
Wetlands Act Major Cases handled	6	8	7	9	9
Public requests for information & help	1,900	1,900	1,900	2,025	2,060
Footbridges built or replaced	5	4	5	31	12

## PLANNING/CONSERVATION/ INSPECTIONS

## 5177: PLANNING

**MISSION STATEMENT:** To protect and enhance the environmental, economic, and social quality of life in Amherst, for its residents and visitors, by creating and implementing appropriate planning initiatives and regulatory mechanisms for the preservation and responsible sustainable development of the Town.

**CONTINUING OBJECTIVES:** •To respond to and guide the decision-makers of the Town by providing information, analysis, and expertise to inform and promote sound land use and community development plans, policies and programs. •To assist the public in understanding and participating in the activities related to comprehensive planning, growth management, zoning, housing, and economic development. •To assist property owners, developers, attorneys, engineers, architects etc. in understanding & using the development review process. •To provide continuing staff support to the following committees:

A. Primary Assistance – 1) Planning Board; 2) Zoning Subcommittee; 3) Zoning Board of Appeals; 4) Design Review Board; 5) Comprehensive Planning Committee; 6) Historical Commission; 7) Amherst Redevelopment Authority; 8) Town/ Commercial Relations Committee; 9) Atkins Corner Working Group.

B. Ongoing Assistance – 1) Community Preservation Act Committee; 2) Housing Partnership/Fair Housing Committee; 3) Public Transportation Committee/Bicycling Committee; 4) Disabilities Access Advisory Committee; 5) Public Shade Tree Committee; 6) Parking Commission; 7) Amherst Housing Authority; 8) Conservation Commission; 9) Amherst Farm Committee; 10) Amherst Energy Task Force; 11) Leisure Services & Supplemental Education Commission; 12) GIS Steering Committee; 13) Public Art Commission; 14) Ad Hoc Committee for North Amherst Land Study; 15) Town Meeting Coordinating Committee.

C. Town Representative/Liaison to State/Regional Committees – 1) Pioneer Valley Planning Commission; 2) University of Massachusetts Campus Planning Committee; 3) UMass Bike Connector Committee; 4) Greater Franklin County Comprehensive Economic Development Strategy (CEDS) Committee; 5) Massachusetts Economic Development Council; 6) Regional Local Partnership; 7) Summit Land Use Task Force; 8) Amherst Tree Initiative; 9) MassGIS Advisory Committee; 10) Massachusetts GIS Informational Council; 11) Northeast ARC Users Group

### LONG RANGE OBJECTIVES:

**Current Planning:** •To support a Town-wide master planning effort. •To incorporate information developed through GIS (Geographic Information System) into Town departments' and boards' work programs. •To substantively update the Town's Zoning Bylaw and Subdivision Regulations. •To support efforts to make Amherst a balanced community vis-à-vis transportation and energy use. •To refine and update the Phased Growth Bylaw to keep it current with development trends and issues. •To re-examine and make improvements to the development review and permitting processes of the Town. •To serve as the Town's liaison to state, regional, local governments and institutions on land use and planning issues. •To develop informational material that assists the public with matters related to planning, land use, and zoning.

**Comprehensive Planning:** •To provide support for a Town-wide master planning effort. •To begin implementation the Atkins Corner Village Center plan. •To work with the University, Amherst College, and Hampshire College on planning and land use issues. •To analyze and make recommendations on future land use trends, development density, environmental protection, energy use, design, historic preservation and other critical public policy issues, and to develop criteria for appropriate regulatory and policy changes. •To examine methods of incorporating sustainable development principles into Town-wide plans, programs and projects. •To implement and update the recommendations of the Downtown Action Plan and the Amherst Preservation Plan. •To assist with updating, coordination, and implementation of the Amherst Affordable Housing Plan and Open Space & Recreation Plan. •To implement the overall design plan for the streetscape of the Town Center and support projects that improve the appearance & use of the Town Center and Amherst's other village centers.

**Community Development:** •To work with state, regional, and local agencies on Route 9 and Route 116 Corridor plans and road improvements. •To foster the attraction of appropriate businesses to Amherst and the development of the research and business parks in Town. •To apply for and implement available federal and state grants for community and economic development and historic preservation purposes. •To provide technical assistance to existing and new businesses in Amherst. •To examine the Town's housing stock and regulations to seek methods to protect existing units while ensuring housing for a diverse population. •To work with the University of Massachusetts to encourage the production of additional on-campus housing and develop mutually-supportive policies mitigating the impact of off-campus student housing. •To develop and implement innovative zoning techniques which would encourage the creation of additional affordable housing. •To encourage appropriately scaled and sustainable economic development for the creation of jobs and the diversification and expansion of the tax base. •To participate in regional efforts to address affordable housing, economic development, and transportation issues. •To work with other Town staff to seek CDBG funds for a continued housing rehabilitation program.

## PLANNING/CONSERVATION/ INSPECTIONS

## 5177: PLANNING

### LONG RANGE OBJECTIVES: (continued)

**Geographic Information Systems (GIS):** ●To integrate and expand the use of GIS technology as an integral tool within the Planning Department and Town government in order to: assist in day-to-day operations, improve the decision-making of boards and committees by providing accurate and detailed information, to provide better information, mapping, and services to citizens.

**Administration:** ●To maintain a working relationship with the UMass Department of Landscape Architecture & Regional Planning (LARP) and other relevant university and college departments for obtaining planning assistance at minimal cost.

### FY 07 OBJECTIVES:

**Current Planning:** ●To support the master planning process. ●To administer the Phased Growth Bylaw regulating the quality and quantity of growth in Amherst. ●To provide orientation and on-going training to members of the Planning Board and Zoning Board of Appeals. ●To update the Zoning Bylaw with amendments to appropriate sections based on the Planning Board's work program and recommendations from staff and other Town committees. ●To respond to and assist with citizen zoning petition articles. ●To review development applications in a thorough and timely manner. ●To provide citizens with technical assistance in the development review process and in preparing zoning articles. ●To coordinate, integrate and update the application processes used by the Planning Board, Zoning Board of Appeals, Design Review Board, Historical Commission, and other town committees and departments. ●To assist the Town/Commercial Relations Committee in reviewing the current land use & code permitting process. ●To work with the Tree Warden, Public Shade Tree Committee, and others to implement revisions to existing Town administrative practices, guidelines, and regulations in order to better promote and protect public shade and street trees. ●To complete and publish a public information report on traffic calming principles and techniques. ●To assist in the implementation of bike path/lanes and facilities projects.

**Comprehensive Planning:** ●To assist the Comprehensive Planning Committee (CPC) in organizing and carrying out the preliminary phases of the master plan, incorporating sustainable development principles into its development. ●To assist with updating and implementing ongoing strategic plans/master plan elements, including but not limited to the Preservation Plan, Affordable Housing Plan, Open Space & Recreation Plan and University Drive Corridor Plan. ●To update plans and applications required by the state, including the Commonwealth Capital application and others. ●To work on the road system design and zoning aspects of the Atkins Corner Village Center Design Plan. ●To use the Build-out Study to examine alternative futures for land use and development. ●To assist the Historical Commission in implementing the Amherst Preservation Plan. ●To assist the CPC and Public Transportation & Bicycle Committee to organize development of a transportation plan for the Town, as one element of the master plan. ●To work with DPW and others to conduct traffic and transportation studies of downtown, the village centers and neighborhoods. ●To seek federal and state grants, as appropriate, for Town initiatives.

**Community Development:** ●To incorporate the Town's economic development projects and activities into the Regional Economic Development Plan. ●To assist the Community Services Department and other Town committees in applying for and administering Amherst's CDBG Mini-Entitlement Program. ●To work with the Housing Partnership in developing & implementing strategies for the production of affordable housing and the Affordable Housing Plan. ●To continue implementation of the sidewalk improvements in the Town Center in accordance with the Americans for Disabilities Act Accessibility Plan and the Town's streetscape guidelines. ●To work with the Historical Commission to develop guidebooks for the Town's historic districts and resources. ●To implement the Amherst Preservation Plan, including the first phase of West Cemetery headstone restoration. ●To assist the Design Review Board and Public Works Department in developing a new traffic and pedestrian streetscape plan for Pomeroy Village Center. ●To work with the Historical Commission and Public Works Committee to study and survey the Town's historic original commons and other village center green spaces. ●To work with the Design Review Board in preparing for a public outreach and design process for Kendrick Park. ●To study and support sustainable cultural/historic tourism as one basis for local economic development.

**Geographic Information Systems (GIS):** ●To build additional data bases for the GIS system. ●To help guide development of GIS resources in support of master planning and land use decision-making. ●To expand public access to GIS mapping by providing a public GIS terminal. ●To use GIS to create new, updated maps on land use, conservation, zoning, utilities, infrastructure, and the like. ●To acquire and incorporate new aerial photos and digital orthophotos. ●To build a web based GIS for public access. ●To enhance the security & performance of the GIS system. ●To update the Town's Zoning Map using GIS to reflect zoning map amendments.

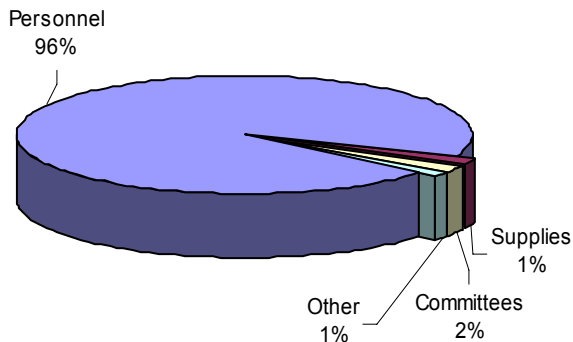
**Administration:** ●To create a new series of updated Town base maps, including a digital version of the Official Zoning Map. ●To continue to expand the use of the Town's web page to provide internet-based information to the public. ●To review, update and standardize, as possible, the Town's permit application forms and process.

## PLANNING/CONSERVATION/ INSPECTIONS

## 5177: PLANNING

	FY 04 Actual	FY 05 Budget	FY 05 Actual	FY 06 Budget	FY 07 Recommended	Change FY 06 - 07	Percent Change
Personnel Services	\$ 280,039	286,363	237,706	248,205	283,988	35,783	14.4%
Operating Expenses	\$ 6,484	12,250	10,907	15,000	15,000	0	0.0%
Capital Outlay	\$ 0	0	0	0	0	0	0.0%
<b>TOTAL APPROPRIATION</b>	<b>\$ 286,523</b>	<b>298,613</b>	<b>248,612</b>	<b>263,205</b>	<b>298,988</b>	<b>35,783</b>	<b>13.6%</b>
<b>SUPPLEMENTAL INFORMATION</b>							
Employee Benefits	\$ 55,653	64,574	64,574	63,580	75,812	12,232	19.2%
Capital Appropriations	\$ 152,615	70,000	70,000	262,500	95,000	(167,500)	-63.8%
<b>TOTAL DEPARTMENT COST</b>	<b>\$ 494,791</b>	<b>433,187</b>	<b>383,186</b>	<b>589,285</b>	<b>469,800</b>	<b>(119,485)</b>	<b>-20.3%</b>
<b>SOURCES OF FUNDS</b>							
Dept. Receipts	\$ 15,272	14,000	10,014	14,000	14,000	0	0.0%
Taxation	\$ 265,753	279,104	233,089	243,890	279,287	35,397	14.5%
Transportation Fund	\$ 5,498	5,509	5,509	5,315	5,701	386	7.3%
<b>POSITIONS</b>							
Full Time	5.00	5.00	5.00	5.00	5.00	0.00	
Part Time With Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
Full Time Equivalents	5.00	5.00	5.00	5.00	5.00	0.00	

### MAJOR COMPONENTS:



Personnel Services include salaries for a Planning Director, 2 senior planners, one full-time associate planner, a management assistant, and a student intern.

Supplies include mapping, computer, and other departmental supplies.

Committee expenses provides funds for committee travel, training, advertising, etc. for the Planning Board, Zoning Board of Appeals, Design Review Board and Historical Commission.

### SIGNIFICANT BUDGET CHANGES AND UNFUNDED RECOMMENDATIONS:

Personnel cost increases reflect COLAs, steps, and increases to longevity pay.

**Unfunded Recommendations:** A new 20-hour/week Associate Planner at a cost of \$23,219 plus benefits is needed to assist with master plan and zoning issues

# **PLANNING/CONSERVATION/ INSPECTIONS**

## **5177: PLANNING**

<b>SERVICE LEVELS:</b>	<b>FY 01 <u>Actual</u></b>	<b>FY 02 <u>Actual</u></b>	<b>FY 03 <u>Actual</u></b>	<b>FY 04 <u>Actual</u></b>	<b>FY 05 <u>Actual</u></b>
Zoning/Subdivision/Regulation Amendments Worked On	12	10	10	10	11
ANR/Subdivision Plans Reviewed & Processed	27	32	42	23	20
Cluster Special Permits	2	--	--	--	--
Open Space Community Development Special Permits (Planning Board)	--	--	--	1	1
Other Planning Board Special Permits	1	2	0	1	2
ZBA Special Permits Reviewed	44	35	54	65	54
Design Review Board Reviews	19	32	31	18	13
Demolition Delay Applications	--	--	3	5	14
Other Development Applications Processed	16	15	15	19	19
Planning Board Site Plan Reviews	12	8	11	6	7
Strategic Plans	6	6	8	8	11
Grant or Other Non-Town Funding Project Applications Processed/Administered	5	4	6	5	3
Contracts Administered	8	6	7	5	2
Special Planning Studies/Projects	28	25	26	25	25
Review of Other Projects	29	26	28	26	24
Affordable Housing Agreements	0	1	0	1	4
Committees/Boards Assisted	43	44	46	44	43
Committee & Board Meetings	250	282	302	315	220
Inquiries	14,567	14,579	15,200	16,020	13,730
Inquiries from other cities/towns	88	86	76	82	78
GIS Maps Produced	20	35	200	186	84



## PLANNING/CONSERVATION/ INSPECTIONS

## 5241: INSPECTION SERVICES

**MISSION STATEMENT:** To ensure the public health, safety, and welfare of the inhabitants of the Town of Amherst by administering the General Laws and Regulations of the Commonwealth of Massachusetts and Town of Amherst Bylaws as they relate to land use and to the construction and occupancy of buildings and structures.

### CONTINUING OBJECTIVES:

*To review building plans to ensure compliance with building, architectural access, electrical, wiring and plumbing codes.*  
*To issue various permits and conduct site inspections to ensure compliance with all applicable codes.*  
 To assist with housing inspections in response to complaints about building conditions.  
*To enforce the Town of Amherst Zoning Bylaw.*  
 To review and revise policies and procedures to ensure timely responses to customer needs.  
*To conduct a testing and inspection program of weights and measures to assure consumer protection.*  
*To conduct an annual program of inspections of public places to ensure code compliance for safe occupancy.*  
*To provide training of staff to assure the timely upgrade of information and technologies.*  
 To inspect and determine the structural integrity of buildings suffering fire damage.  
 To work with the Fire Department to implement the new fire safety legislation signed into law by the Governor on August 17, 2004.

### LONG RANGE OBJECTIVES:

To look for appropriate, cost effective, approaches to code enforcement.  
 To find ways to promote contractor education programs in the private sector.  
 To expand the program of "pre-plan" meetings with Architects, Owners, the Fire Department and Inspection Services on large scale projects, to determine and resolve code issues at early design phases.  
 To provide seminars for Contractors, Architects, Engineers and other interested parties on Code Requirements and Town of Amherst procedures and permitting process, in conjunction with the Fire Department.  
 To provide seminars for Owners/Managers of Assembly Spaces to offer information on the Code and M.G.L. changes proposed by the Governor's Task Force and adopted in August of 2004.  
 To continue meeting with the Fraternities and Sororities on an annual basis so that they understand the process, the requirements and their responsibilities with regards to the Certificate of Inspection program. (The Board of Health and Fire Department are also involved with this program.)  
 To expand the use of the permit tracking system to include the Fire Department - to improve communications and tracking of projects between departments

### FY 07 OBJECTIVES:

To improve the permit tracking system within the department and between departments.  
 To determine the appropriate role of the Housing Court in both zoning and code enforcement.  
 To implement the ticketing program for Zoning Violations.  
 To learn and implement the new ticketing procedures for code violations as approved by the Acts of 304, of 2004  
 To work with the Fire Department to implement the new fire safety legislation signed into law by the Governor on August 17, 2004.  
 To work with other departments to create a standard for street numbering compatible with the various computer programs used by the departments.  
 To integrate the portable sign permitting into the permit tracking system  
 To update the periodic inspections program to include locations that need to be in the program but are not and to update locations that are already a part of the program that have made alterations affecting either use or occupancy of the space, building or structure.

## PLANNING/CONSERVATION/ INSPECTIONS

## 5241: INSPECTION SERVICES

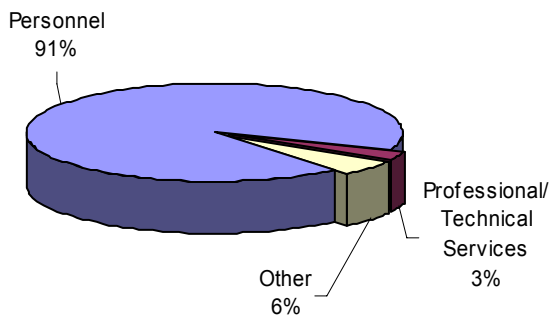
<b>SERVICE LEVELS:</b>	<b>FY 01</b>	<b>FY 02</b>	<b>FY 03</b>	<b>FY 04</b>	<b>FY 05</b>
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>
<b>PERMITS ISSUED:</b>					
Building Permits	709	768	798	827	868
Electrical Permits	848	848	704	884	1,275
Gas Permits	198	235	230	286	240
Plumbing Permits	317	402	475	396	342
Demolition Permits	13	9	23	8	13
Certification of Inspection	362	316	345	351	346
Weights & Measures	57	51	42	42	41
Occupancy	80	74	71	97	80
<b>INSPECTIONS – APPROXIMATE</b>					
Building	1,368	1,691	2,100	2,500	2,604
Electrical	640	581	1,015	1,570	2,000
Gas	176	183	137	339	358
Plumbing	438	665	554	775	715
Demolition	14	6	18	12	13
Certification of Inspection	496	484	460	527	531
Weights & Measures	297	353	357	353	350
Zoning – Inspections	230	175	34	50	50
Zoning – Cases (Special Permits/hearings)	46	34	49	48	41
Zoning-violations/complaints			17	20	23
Plan Reviews	289	217	410	620	623
Assistance to Other Towns			25	30	30
“Pre Plan” Meetings			86	90	150
Assistance Calls (code or zoning questions)				4,800	5,300
<p>Codes and other regulations enforced: Massachusetts State Building Code; Massachusetts State Architectural Access Board Regulations; Massachusetts State Electrical Code; Massachusetts State Plumbing &amp; Gas Codes; Sealer of Weights and Measures Regulations; Town of Amherst Zoning Bylaws; Conditions of Special Permits and Variances issued by the Zoning Board of Appeals, Conditions of Site Plan Review; Conditions of Design Review Board and Historical Commission; Sign Bylaw; and the Town of Amherst Junk Car Bylaw. <i>Town of Amherst Portable Sign Bylaw</i>. We also work closely with the Fire Department in regards to Chapter 148 of the Massachusetts General Laws concerning requirements for the installation of alarms and sprinkler systems.</p>					

## PLANNING/CONSERVATION/ INSPECTIONS

## 5241: INSPECTION SERVICES

	FY 04 Actual	FY 05 Budget	FY 05 Actual	FY 06 Budget	FY 07 Recommended	Change FY 06 - 07	Percent Change
Personnel Services	\$ 251,438	316,196	286,498	329,859	369,223	39,364	11.9%
Operating Expenses	\$ 12,090	16,140	12,208	15,940	15,940	0	0.0%
Capital Outlay	\$ 4,976	0	8	0	0	0	0.0%
<b>TOTAL APPROPRIATION</b>	<b>\$ 268,504</b>	<b>332,336</b>	<b>298,715</b>	<b>345,799</b>	<b>385,163</b>	<b>39,364</b>	<b>11.4%</b>
<b>SUPPLEMENTAL INFORMATION</b>							
Employee Benefits	\$ 75,874	77,881	77,881	98,299	118,307	20,008	20.4%
Capital Appropriations	\$ 0	0	0	0	0	0	0.0%
<b>TOTAL DEPARTMENT COST</b>	<b>\$ 344,378</b>	<b>410,217</b>	<b>376,596</b>	<b>444,098</b>	<b>503,470</b>	<b>59,372</b>	<b>13.4%</b>
<b>SOURCES OF FUNDS</b>							
Building Permits	\$ 308,241	312,890	398,981	340,000	340,000	0	0.0%
Demolition Permits	\$ 555	0	1,985	0	0	0	0.0%
Other Permits	\$ 33,670	33,500	39,545	58,500	58,500	0	0.0%
Electrical Permits	\$ 77,557	77,600	120,494	105,000	105,000	0	0.0%
Certificates of Inspections	\$ 53,629	53,000	33,373	53,000	53,000	0	0.0%
Weights and Measures	\$ 4,827	4,700	5,852	5,700	5,700	0	0.0%
<b>POSITIONS</b>							
Full Time	5.00	6.00	6.00	6.00	6.00	0.00	
Part Time With Benefits	1.00	0.00	0.00	0.00	1.00	1.00	
Full Time Equivalents	5.53	6.00	6.00	6.00	6.64	0.64	

### MAJOR COMPONENTS:



Personnel Services provide funds for the Building Commissioner, three building inspectors, an electrical inspector, and a management assistant. Also included is \$12,731 for auto allowance and \$33,240 for fees for gas, plumbing and additional electrical inspections.

Professional/Technical Services, \$10,750, provides the funds for the regional sealer of weights and measures program.

### SIGNIFICANT BUDGET CHANGES AND UNFUNDED RECOMMENDATIONS:

The part-time electrical inspector position increases from 15 to 24 hours/week (total \$25,599) funded via electrical permit fee increases implemented October 1, 2005. Steps and costs of living increases makes up the remaining increase in this budget.

**Unfunded Recommendations:** A full-time (37.5 hours) zoning administrator would be added at a cost of \$34,054 plus benefits. An intern is needed to support the building inspectors (\$9,922). An additional \$2,079 would be for training and auto allowance, \$1,390 would be for filing cabinet to handle the paperwork for expected new code, and \$445 would be for new cameras and other supplies.